

## Competition Information

### REQUEST FOR APPLICATIONS: IOWA STATEWIDE EMERGENCY SOLUTIONS GRANT & SHELTER ASSISTANCE FUND

The Iowa Finance Authority is requesting applications for the Iowa Statewide Emergency Solutions Grant (ESG) program AND the Shelter Assistance Fund (SAF) for the 2018 Calendar Year. An estimated \$2.3 million in ESG funds may be available to fund approximately 30 awards and \$1 million in SAF funds may be available to fund approximately 20 awards.

**APPLICATION DEADLINE: Friday, July 21, 2017, 4:30 PM**

## Stakeholder Consultation/Comments

The Iowa Finance Authority released a draft proposed application on May 10, 2017, for stakeholder review and comment. The deadline for written comments was Friday, May 26, 2017. Stakeholders were also invited to submit oral comments during a public hearing on Tuesday, May 23, 2017, from 11:00 - noon, at the Iowa Finance Authority. Written comments and IFA responses will be available on the ESG and SAF web pages for the 2018 Program.

## Competition Overview

### Combined ESG and SAF Application

This competition is a combined competition for the ESG and SAF programs. This is a change from recent years, in which these competitions were administered separately. Grants will still be awarded separately through the programs, so that each agency that is awarded funds will only be awarded funds through either ESG or SAF. Agencies are assumed to be applying for funds through either program, according to the types of services listed below that are eligible through each program. The Iowa Finance Authority will make the determination as to which agencies are awarded funds through which program, according to scoring, type of funding sought, and other factors. Alternatively, an agency may choose to take itself out of consideration for one or the other program. Agencies choosing this must explain this in the Budget section of the application.

[Link to the ESG page for information in the section for the 2018 Program.](#)

[Link to the SAF page for information in the section for the 2018 Program.](#)

### Application Structure

Different from past competitions, this application is based on lists, check-boxes, and other types of documentation. This is also consistent with the Iowa Council on Homelessness's direction regarding the Iowa Balance of State Continuum of Care Program project application in 2017. Applicants should note that for some questions with several options of check-boxes, not all options are favorable; checking some will result in more points, while checking others will result in reduced points. Applicants should carefully read all questions and all possible responses.

## Purpose of the ESG and SAF Programs

**ESG**

The ESG program is a federal program of the U.S. Department of Housing and Urban Development (HUD) designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Iowa Statewide ESG program is governed by federal regulations at 24 CFR Part 576 and by State of Iowa Administrative Rules at Chapter 265 Section 42.

[Link to Federal ESG Resources and Information from HUD](#)

[Link to State of Iowa ESG Administrative Rules](#)

**SAF**

The SAF program was created to support the operations of homeless shelters and domestic violence shelters, and provide essential services for those experiencing homelessness. The SAF program is governed by Iowa Code Chapter 16.41 and Iowa Administrative Rules Chapter 265, Section 41.

[Follow this link for the SAF Administrative Rules \(in the Program Management section\).](#)

**Eligible Applicants****ESG**

Units of general purpose local government and private nonprofit organizations in the State of Iowa are eligible applicants for ESG. Agencies must serve persons in Iowa who are experiencing homelessness, according to HUD's definition.

[Link to HUD Homeless Definition at 24 CFR Part 91](#)

[Link to HUD ESG Regulations at 24 CFR Part 576](#)

**SAF**

Units of general purpose local government, private nonprofit organizations, and local public housing authorities in the State of Iowa are eligible applicants for SAF. Agencies must serve persons in Iowa that are experiencing homelessness, according to HUD's definition. Agencies may also provide food either to one or more shelters or directly to program participants.

**Eligible Activities: ESG****ESG funds may support the following activities:****1. Street Outreach**

Funds in this category may be used to provide essential services necessary to reach out to unsheltered homeless persons in Iowa. Services may include connecting persons with emergency shelter, housing, or critical services. Services may also include providing urgent, nonfacility-based care to unsheltered homeless persons who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible families and individuals must qualify under Category 1 of HUD's definition of homelessness. Eligible costs include engagement, case management, emergency health services, emergency mental health services, transportation, and services for special populations.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.101.

## **2. Shelter**

Funds in this category may be used to provide essential services to homeless families and individuals in emergency shelters in Iowa, as well as to operate emergency shelters in Iowa. Eligible families and individuals must qualify under Categories 1, 2, 3, or 4 of HUD's definition of homelessness.

**Shelter: Essential Services.** Eligible essential services activities include the following, with some restrictions: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment, transportation, and services for special populations.

**Shelter: Operations.** Eligible operations activities include maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible activities may include assisting with a hotel or motel voucher.

The Shelter category may include transitional shelter/housing programs--ONLY if such programs received federal FY 2010 Emergency Shelter Grant funds (in Iowa, these funds were awarded for the July 1, 2010 - December 31, 2010 grant period).

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.102.

## **3. Homelessness Prevention**

Assistance in this category may be provided to individuals or families that qualify under Categories 2, 3, or 4 of HUD's definition of homelessness, or under HUD's definition of At Risk of Homelessness. Homelessness Prevention is currently the lowest federal priority for assistance in the ESG program.

**Homelessness Prevention: Rental Assistance.** Eligible activities include short- or medium-term rental assistance or rental arrears.

**Homelessness Prevention: Other Financial Assistance.** Assistance may include rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs.

**Homelessness Prevention: Housing Stabilization and Relocation Services.** Assistance can include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.103-106.

## **4. Rapid Rehousing**

Assistance in this category covers similar activities as Homelessness Prevention, but is for individuals or families that qualify under Category 1 of HUD's definition of homelessness. At least \$1,000,000 is prioritized for Rapid Rehousing in this competition, if applications meet at least threshold criteria.

**Rapid Rehousing: Rental Assistance.** Eligible activities include short- or medium-term rental assistance or rental arrears.

**Rapid Rehousing: Other Financial Assistance.** Assistance may include rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs.

**Rapid Rehousing: Housing Stabilization and Relocation Services.** Assistance may include housing search and placement, housing stability case management, mediation, legal services, and credit repair.

For full details of eligible activities, applicants should refer to HUD's ESG regulations at 24 CFR part 576.104-106.

## **5. Data Collection and Reporting**

A subrecipient may use up to 5% of a grant to pay the costs of contributing data to Iowa's designated Homeless Management

Information System (HMIS), ServicePoint, or approved comparable database for victim services providers or legal services providers.

## 6. Administration

A subrecipient may use up to 2% of an ESG grant for general management, oversight, and coordination of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible in other cost categories, because those costs are eligible as part of those activities.

### Indirect Costs

In accordance with 2 CFR Part 200, as applicable, subgrantees may allocate indirect costs to any of the six eligible activities above.

## Eligible Activities: SAF

### SAF funds may support the following activities:

#### 1. Shelter Operations

Funds in this category may be used to operate emergency homeless or domestic violence shelters.

Eligible operating expenses include staff salaries, maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the shelter. Where no appropriate shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. Eligible costs may also include third-party agencies providing food, either to one or more shelters, or directly to program participants.

#### 2. Essential Services

Essential services for individuals and families in homeless and domestic violence shelters, including case management, child care, education services, employment assistance and job training, outpatient health services (to the extent that such health services are otherwise unavailable), legal services, life skills training, mental health services (to the extent that such mental health services are otherwise unavailable), substance abuse treatment services (to the extent that such substance abuse treatment is otherwise unavailable), and transportation (transportation that is necessary to provide services).

#### 3. Data Collection and Reporting

A recipient may use up to 5% of a grant to pay the costs of contributing data to Iowa's designated Homeless Management Information System (HMIS), ServicePoint. If the recipient is primarily a victim services provider, it may use SAF funds to establish and operate a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.

## Threshold Assurances

The application Threshold Assurances contain a summary of many of the key program requirements. These can be reviewed at the link below; a signed copy must be uploaded with the application.

[Link to the Threshold Assurances, in the section for the 2018 Program](#)

## Source of Grant Funding

**SOURCE OF GRANT FUNDING**

The U.S. Department of Housing and Urban Development (HUD) makes ESG funds available to states for activities pursuant to Title 24 of the Code of Federal Regulations, Part 576 (24 CFR 576). The Catalog of Federal Domestic Assistance (CFDA) number for ESG is 14.231.

The Shelter Assistance Fund is funded with a portion of the Iowa Real Estate Transfer Tax.

**Award Period**

The award period will be January 1, 2018, through December 31, 2018.

**Grant Awards and Amounts**

An estimated \$2.3 million in ESG funds may be available to fund approximately 30 awards and \$1 million in SAF funds may be available to fund approximately 20 awards. Availability of funds and award amounts are contingent on the availability of funds from HUD and from the State of Iowa. Awards will be made on a competitive basis based on the evaluation criteria.

The Iowa Finance Authority reserves the right to make changes in the competition at any time, including the right to require additional information from applicants, and to make final award determinations.

**Evaluation Criteria**

Program Design - 25 points

Experience and Capacity - 20 points

Community Coordination - 20 points

Performance - 20 points

Budget & Grants Management - 15 points

Total: 100 total points possible

**Application Deficiency Review Period**

An application deficiency review period will take place following the final application deadline. The Iowa Finance Authority will first review all applications for curable technical deficiencies such as missing required documentation. If there are curable deficiencies, IFA will notify agencies using the contact information in the application. Agencies will be allowed one week to correct deficiencies.

**Application Directions**

Most questions are required. If a question does not pertain to your particular program, enter Not Applicable.

**Section Navigation:** Navigate through the application using the links for sections on the left. Once all REQUIRED questions in a section have been completed, the section icon will turn from a red "x" to a green "check". Note that a green "check" does not verify that questions have been answered fully or correctly, and it does not reflect whether OPTIONAL questions have been completed; applicants are responsible for verifying that all information is complete and correct.

**Printing and Saving:** You may use the icons toward the top of your application screen to "Print," "Save," and "Save and Exit." You may also wish to save your narrative answers first in a Word document, and then copy and paste to the application when ready. This will avoid the possibility of being "timed-out" of the system.

**Linking Additional Users to One Application:** You may link a second user to your application. The second user must first create their own account in the system. Then the first user may log in, click on "View" in the header, select "MyIFA Account", then at the bottom of the screen, click on "Add New Authorized User," then enter the new user's username. Both users should now be able to access and work on the same application.

**Multiple Projects; One Agency:** Only one application will be accepted per agency. If your agency is submitting a request for funding for more than one project, the application responses should include information for each project. Since each question includes only one response field, your response should clearly identify which parts apply to which project.

**Submitting:** Before the system will allow an application to be submitted, every icon must show a green "check" at left. Any missing responses to required questions will result in remaining red "x's". Any required questions that are missing a response may be identified by clicking the link at the bottom left for the "Error Log." Note that the system doesn't validate answers; it only verifies that each question contains a response. Once submitted, the application may be viewed, but no further edits will be allowed.

## **Application and Program Questions**

Contact Judy Hartman at [judy.hartman@iowa.gov](mailto:judy.hartman@iowa.gov) or Amber Lewis at [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov) with questions about the ESG or SAF programs or this application. For a response before the application deadline, final questions should be submitted at least 72 hours in advance of the application deadline.

Questions on the federal ESG program (not on this particular application) may also be submitted by agencies directly to HUD through the HUD Help Desk at the link below.

[Link to the HUD Help Desk and FAQs at \*\*www.onecpd.info\*\*.](http://www.onecpd.info)

## **Application Deadline Reminder: Friday, July 21, 2017, 4:30 p.m.!**

The application deadline is Friday, July 21, 2017 at 4:30 p.m. The system will not allow submissions past this time. To avoid technical delays, do not wait until the last day to submit your application. Note that the system is often slower on the day or two before the deadline, due to more users in the system at one time.

## **Applicant Profile**

**1. Organization Name:\***

**2. Project Name(s) (Enter more than one if for multiple projects):\***

**3. Recipient Type (check one)\***

- Local Government Entity (not local PHA)
- 501(c) Non Profit
- Local PHA

**4. Organization Address\***

Street Address:

City

State:

Zip Code:

County:

**5. Contacts\***

Action	Type	Name	Position	Email	Phone
	Executive Director	First Last	Executive Director	Example@Example.com	(515) 123-4567
	Primary Application Contact	First Last	Executive Director	Example@Example.com	(515) 123-4567
	Secondary Application Contact	First Last	Deputy Director	Example@Example.com	(515) 123-4567
	Public/Media Contact (for public announcement if awarded)	First Last	Executive Director	Example@Example.com	(515) 123-4567
	Primary Financial Contact (for draw requests if awarded)	First Last	Fiscal Director	Example@Example.com	(515)123-4567
	Secondary Financial Contact (for draw requests if awarded)	First Last	Deputy Director	Example@Example.com	(515)123-4567
	Primary Data/Reporting Contact	First Last	Case Manager	Example@Example.com	(515) 123-4567
	Secondary Data/Reporting Contact	First Last	Executive Director	Example@Example.com	(515) 123-4567

**6. Registration Numbers\***

DUNS #:

Tax/Employer Identification  
Number (EIN/TIN):
**7. Transitional Housing: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following.\***

- The agency is NOT applying for a Transitional Housing project (as listed on the 2017 Housing Inventory Count).

- The agency IS applying for a Transitional Housing project, AND received ESG funds for this same project in the 2010 calendar year ("grandfathered in" under federal rules)

**8. Audit: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following. Note that Compilation Reports, or Compiled Financial Statements, are NOT sufficient.\***

- The agency has an AUDIT of financial statements, performed by an independent CPA, and reflecting financial activity at least through 7/31/15, to submit with this application.
- The agency has a certified REVIEW of financial statements, performed by an independent CPA, and reflecting financial activity at least through 7/31/15, to submit with this application.

**9. Who is eligible to receive assistance through your program?\***

- Women
- Men
- Families with minor children (must include any family type if serving families with children)
- Unaccompanied youth

**10. Is assistance through your program limited to persons with the following conditions or characteristics?\***

- Fleeing domestic violence
- Veterans (or veterans families)
- Substance use disorder
- Serious mental illness
- Youth
- Other
- Not limited--serve general population

**11. Funded agencies must commit to using one of the following two systems in 2018 to collect and report client data.**

**Select the system your agency will use.\***

- ServicePoint I-COUNT HMIS
- ServicePoint Domestic Violence (DV) System

**12. Enter the name(s) of your project(s) as they are (or will be) listed in ServicePoint.\***

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

**13. Provide a two- or three-sentence summary of the project.\***

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**Program Design**

**Program Design: 25 points**

For the questions below, please read each response carefully. Mark as many responses as apply to your program. Note that in some questions, only one response is appropriate. Also note that some responses will add points while other responses may reduce points.

**1. Describe your program. Use no more than 2 - 3 paragraphs.\***

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**2. How does your agency prioritize which families or individuals receive assistance through your Continuum of Care's (CoC's) approved Coordinated Entry system? (4 points; select only ONE)\***

- Participation in the CoC's Coordinated Entry System to the extent possible, including use of the VISPDAT. In CoCs with fully adopted Coordinated Entry, participation in approved referral system.
- Applicants are prioritized based on use of the VI-SPDAT and limited participation in Coordinated Entry.
- First-come, first-served.
- Limited applicability: Only providing Street Outreach or Emergency Shelter.

**3. Housing First: Indicate which of the following applies to your program's eligibility policies and practices. (4 points; check all that apply)\***

- Program does NOT screen out applicants for having too little or no income.
- Program does NOT screen out applicants for active substance abuse.
- Program does NOT screen out applicants for failure to participate in supportive services.
- Program does NOT screen out applicants for having a previous address not in Iowa OR not in designated service area.

**4. How is your program following HUD's Equal Access rules? (2 points; check all that apply)\***

- Staff members have actively participated in training on HUD's Equal Access Rules, such as training webinars, conference calls, or other guidance.
- Agency has written policies that ensure equal access regardless of gender identity.

**5. Termination of Assistance and Grievance Policies: Answer the following as they apply to your program. (3 points; check all that apply)\***

- The agency follows a written policy for Termination of Assistance, the policy is attached to this application, and it meets all required criteria.
- Clients are informed of the Termination of Assistance policy at intake, with a signed acknowledgement placed in each client's file.
- The agency has a written Grievance Policy for items not related to termination of assistance.

**Answer the following for all programs for which assistance is requested. For items which refer to uploaded Exhibits, be sure to include the relevant documents as noted. (12 points total)**

**6a. Shelter Programs: Check all of the following that apply to your shelter (includes Transitional Housing programs that qualify to apply for Shelter funds).**

- The agency follows a written schedule for regular habitability inspections of the shelter.
- The shelter was either constructed after 1978, determined to be free of lead-based paint, or the agency follows a regular

schedule for lead-based paint visual inspections.

- The agency follows a written reasonable accommodation policy to ensure shelter is provided to persons with disabilities, in compliance with ADA.
- The agency follows a written policy regarding how to handle assistance animals.
- The shelter keeps written records for all clients provided assistance, and the record documents eligibility under HUD's homelessness definition.
- The agency keeps a written record of all individuals that are denied shelter due to ineligibility.
- The agency follows written policies and procedures (uploaded in the Exhibits section of this application) to ensure coordination with other service providers.
- The agency follows written policies (uploaded in the Exhibits section of this application) for admission, diversion, referral, and discharge, including length of stay.
- The agency follows written policies (uploaded in the Exhibits section of this application) to meet the safety needs of victims of domestic violence, dating violence, sexual assault, and stalking.
- The agency follows written policies (uploaded in the Exhibits section of this application) for assessing, prioritizing, and reassessing individuals' needs for essential services.
- To the extent possible in the community, the agency pairs shelter with Rapid Rehousing (may be offered at same or partnering agency).
- The agency actively implements shelter diversion strategies.
- Participants are required to attend regular classes and case management meetings to maintain their shelter bed.
- All participants must exit the shelter by a certain time each day, without exception.
- The shelter serves families with minor children, but has restrictions regarding the age or gender of the children.
- The program provides food to shelter participants, but does not actually provide shelter.

#### **6b. Rapid Rehousing: Check all of the following that apply to your Rapid Rehousing program.**

- The program follows written policies (uploaded in the Exhibits section of this application) that describe the length of time that any participant may receive assistance.
- The program follows written policies (uploaded in the Exhibits section of this application) that describe the depth of assistance that any participant may receive (maximum subsidy amount, etc.).
- The program actively identifies and recruits landlords into the program, such as through landlord outreach events.
- The program's policies provide for a flexible amount of assistance provided to households that qualify.
- Move-in assistance may be provided to participants that need it.
- The program helps households to apply for housing and prepare for landlord interviews.
- A habitability inspection is completed before any housing is approved, plus a lead-based paint visual assessment as applicable.
- Case managers assist households to connect with other services, such as legal assistance, healthcare, employment, etc.
- Case managers assist households to resolve housing crises that may occur.
- Staff follows up with households after they exit the program to assess long-term housing stability.

- The program relies on participants to identify their own housing and a landlord willing to work with them.
- Once appropriate housing is identified by the program, households are required to accept that housing in order to continue to receive assistance.
- The program provides a set amount of assistance to every household that qualifies.
- Assistance is generally limited to one-time, emergency assistance, such as to help with one-month's rent.
- The program provides legal aid only.

**6c. Homelessness Prevention: Check all of the following that apply to your Homelessness Prevention program.**

- The program follows written policies (uploaded in the Exhibits section of this application) that describe the length of time that any participant may receive assistance.
- The program follows written policies (uploaded in the Exhibits section of this application) that describe the depth of assistance that any participant may receive (maximum subsidy amount, etc.).
- The program's policies provide for a flexible amount of assistance provided to households that qualify.
- A habitability inspection is completed before any housing is approved (exception for legal services provider), plus a lead-based paint visual assessment as applicable.
- Case managers assist households to connect with other services, such as legal assistance, healthcare, employment, etc.
- Case managers assist households to resolve housing crises that may occur.
- Staff follows up with households after they exit the program to assess long-term housing stability.
- The program provides a set amount of assistance to every household that qualifies.
- Assistance is generally limited to one-time, emergency assistance, such as to help with one-month's rent.
- Given that Homelessness Prevention is currently a low priority for HUD funding, the agency can document why Homelessness Prevention is still the best community use of requested ESG dollars.
- The program provides legal aid only.

**6d. Street Outreach. Check all of the following that apply to your Street Outreach program.**

- The agency follows written policies (uploaded in the Exhibits section of this application) that describe the standards for targeting and providing essential services.
- The program assists individuals to either access shelter or permanent housing.
- The agency follows written policies and procedures (uploaded in the Exhibits section of this application) to ensure coordination with other service providers.

**Experience and Capacity****Experience and Capacity: 20 points****1. Briefly describe the mission and history of your agency.\***

**2. Fundraising: List your agency's major funding sources (up to 10) during the past year for the program(s) for which funding is requested. Total amounts should be at least twice the amount requested in this application to show adequate capacity. (3 points)\***

Action	Contribution Type	Describe Source of Contribution	Describe Use of Contribution	Amount
	Federal Grant	Example Grant Name	Rapid Rehousing	\$50,000
	State Grant	Example Grant Name	Shelter Operations	\$350,000
	Local Gov't Grant	Example Grant Name	Shelter Operations	\$10,000
	Private Foundation Grant	Example Grant Name	Shelter	\$10,000
	Corporate Contribution	Example Corporation	Shelter	\$10,000
	Private Individual Giving	Individuals	Shelter	\$8,000
	Event Fundraising	Example Event Revenue	Rapid Rehousing--landlord repairs fund	\$8,000
	Other Fundraising	Example Other Fundraising	Example Other Uses	\$7,000
	In-kind Contributions	Example Local Businesses	Supplies and food for shelter	\$7,000

**3. Staff Experience: Identify current program staff experience and qualifications as follows. Include up to 10 staff members. (3 points)\***

Action	Position	Name	Years with agency	Years in housing & homelessness (total years in relevant positions)	Relevant degrees or certifications
	Executive Director	First Last	8.0	12.0	Example Degree
	Assistant/Deputy Director (or equivalent)	First Last	5.0	5.0	Example Degree
	Fiscal/Accounting Manager (or equivalent)	First Last	1.0	16.0	Example Degree
	Program Director	First Last	0.5	7.0	Example Degree
	Case Manager	First Last	1.0	2.0	Example Degree
	Case Manager	First Last	3.0	21.0	
	Other Front-Line Staff	First Last	5.0	7.0	

**4. Staff Training: List up to 10 of the most important staff training completed during the past two years. (3 points)\***

Action	Topic of Training	Format (conference, webinar, etc.)	Participating Staff Member(s)	Date
	Example Topic 1	Conference	First Last, First Last, First Last	3/17/16
	Example Topic 2	Webinar	First Last, First Last	6/7/16

**5. Operations: Check the boxes to describe the agency's policies and procedures related to operations. (4 points)\***

- Background checks are completed for all employees and all direct-service volunteers.
- All staff members and direct-service volunteers are trained in at least ethics, confidentiality, first-aid, and CPR.
- Agency has a current written emergency-preparedness plan and provides regular training to follow it.
- Has and follows written client confidentiality procedures.
- Has and follows written records-retention policies and procedures.

- Has and follows written grievance procedures.
- Has and follows a written plan for regular building inspections for safety and code compliance.
- At least one staff member or volunteer is available during all hours of program operation.
- Has and follows consistent publicly-available hours of program operation.
- Has and follows a written code of ethics for staff members and volunteers.

**6. Governance: Check the boxes to describe the agency's board of directors. (4 points)\***

- Board includes at least five members.
- Board meets at least quarterly.
- Board achieved quorum for at least 75% of meetings held the past year.
- There are written minutes for each board meeting that are available for public inspection.
- Board approves annual budget.
- Board approves written financial policies and procedures for the agency.
- Board follows a written conflict of interest policy.
- Board ensures appropriate insurance coverage for the agency and board members.
- Board provides at least annual performance reviews of the executive director.
- Board ensures completion of an annual audit or independent review of financial statements by an independent CPA, plus tax filings if required.

**7a. Audit or Review: What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application? (3 points; select only ONE response)\***

- The audit or review has four or more findings, and/or there is no written evidence of a management response to the findings.
- Three or fewer findings were identified in the audit or review, and the document includes a management response to the findings that was accepted by the CPA.
- No findings were identified in the audit or review, and the documentation provided clearly states this.

**7b. In the Audit or Review of Financial Statements that is uploaded with your application, list the page number(s) that indicate any findings or lack of findings, and any management response to the findings.\*****Community Coordination****Community Coordination (20 points)****1. Select the Coordinated Services Region (or HUD-designated Continuum of Care) for your geographic area. If your agency provides services in more than region, select all that apply.\***

- Eastern Iowa (Clinton, Delaware, Dubuque, Jackson)

- Johnson Washington Region (Johnson, Washington)
- Metro Area Continuum of Care for the Homeless (Pottawattamie)
- Linn Benton Jones Region (Benton, Jones, Linn)
- Mid-Sioux Region (Cherokee, Ida, Lyon, Sioux, Plymouth)
- North Central Iowa (Cerro Gordo, Floyd, Grundy, Franklin, Hamilton, Hancock, Humboldt, Kossuth, Mitchell, Webster, Winnebago, Worth, Wright)
- Northeast Iowa (Allamakee, Bremer, Buchanan, Butler, Chickasaw, Fayette, Howard, Winneshiek, Clayton)
- Polk County Continuum of Care Board (Polk)
- Siouxland Coalition to End Homelessness (Woodbury)
- South Central/West Region (counties not yet confirmed)
- Southeastern Iowa (counties not yet confirmed)
- Two Rivers (Boone, Marshall, Story, Hardin)
- Balance of Counties (not covered currently by any other Coordinated Services Region)

**2. Regional Coordination: Identify all of the following that apply. If your agency is part of more than one region, answer the questions considering all applicable regions. (3 points)\***

- Your agency is part of a region that coordinates homeless assistance services across at least two designated counties, or your agency is part of a separate CoC.
- One agency in your region or CoC serves as the lead in data coordination, to promote data collection, reporting, bed coverage, and Point-in-Time Count participation.
- One agency in your region or CoC serves as the lead to ensure coordination among various service providers.
- Your region has designated one or more individuals to represent the region and ensure communication with the Iowa Council on Homelessness.
- Your region has developed and publicized a written schedule for regular meetings to coordinate homeless services.
- Your region is actively working with HACAP to plan Coordinated Entry, or your agency is part of a separate CoC.

**3. In the following table, describe the services available in your Coordinated Services Region (selected above). Note that "General Population" refers to services that are not limited to specific groups, such as DV, mental illness, substance use disorder, veterans, etc. (2 points)\***

Action	Service Provided	Provider Agencies	Description
	ES for Single Adult Males--General Population	XYZ Agency JK Agency	Describe
	ES for Families w/ Children or Unaccompanied Youth--General Population	Example Agency B	Describe
	ES for Single Adult Females--General Population	Example Agency Z	Describe
	ES for Specific Population--DV	Example Agency b	Describe
	ES for Specific Population--Other	Example Agency R	Describe
	RRH for Families w/ Children or Unaccompanied Youth--General Population	Example Agency TR, Agency RB	Describe
	RRH for Single Adult Males--General Population	Example Agency II	Describe
	RRH for Single Adult Males--General Population	Example Agency V	Describe
	RRH for Single Adult Females--General Population	Example Agency E	Describe
	RRH for Specific Population--DV	Example Agency O	Describe

RRH for Specific Population--Other	Example Agency W	Describe
Street Outreach	Example Agency P	Describe
Coordinated Entry	Example Agency Q	Describe

**4. Local/regional participation by your agency: In the following table, describe your agency's participation in local/regional coordination. (5 points)**

Action	Type of Contribution	Staff Member(s) Involved	Describe contribution/activities	Impact
	Data Coordination	First Last	Example description	Example success
	Coordinated Entry	First Last	Example description	Example success
	Services Coordination	First Last	Example contribution	Example success
	Leadership	First Last	Example contributions	Example success
	Community Events	First Last	Example contribution	Example success
	Common Standards	First Last	Example contribution	Example success
	Other	First Last	Example contribution	Example success

**5. Iowa Council on Homelessness participation: Describe staff member participation in activities/meetings of the Iowa Council on Homelessness in the past 12 months. (3 points)\***

Action	Staff member(s) that participated	Dates of meeting attendance	Any leadership contributions	Other participation
	First Last	Example dates	Council Chair	Coordinated Example special activity

**6. Iowa Council on Homelessness COMMITTEE participation: Describe staff member participation in COMMITTEE activities/meetings of the Iowa Council on Homelessness in the past 12 months. (3 points)\***

Action	Committee(s)	Staff member(s) that participated	Dates of meeting attendance	Any leadership contributions	Other participation
	Example Committee	First Last	Example date, Example date, Example date	Committee Co-chair	Participated in Example activity
	Example Committee	First Last	Example Date		

**7. PIT & HIC: In the following table, describe your agency's participation in the January 2017 Point-in-Time (PIT) Count and Housing Inventory Count (HIC). (4 points)\***

Action	Agency role in the 2017 unsheltered Point-in-Time count	Staff member(s) that participated in PIT webinar training in 2017 hosted by your CoC or the Institute for Community Alliances	Date(s) of webinar	Staff member(s) that participated in the 2017 unsheltered Point-in-Time count	Approximate number of staff hours dedicated to the 2017 unsheltered Point-in-Time count	Role in reporting results
	Lead coordinating agency	First Last	Example date	First Last	Example XX hours	Agency reported PIT & HIC results directly to the CoC or the Institute for Community Alliances

**Performance****Performance: 20 points****ServicePoint User Instructions (HMIS or DVMIS):**

Follow the link below for instructions to produce the Performance Outcome Report (locate the instructions in the 2018 Program section). This report will be uploaded in the separate Exhibits section of this application. Use this report to answer the following questions, as applicable. DV system users should pull the report only for the time period of January 1 through October 31, to account for the temporary unavailability of the system in late 2016. For report assistance, contact the Institute for Community Alliances at (515) 246-6643.

[Link to locate the ServicePoint Performance Outcome Report Instructions](#)

**Applicants that did not use ServicePoint in 2016:**

In the Exhibits section, upload a report from your system that contains the following applicable client outcome data for the period January 1, through December 31, 2016.

**1. How many total participants were served through the program in 2016 (including all programs for which funding is requested)? How many entered directly from the street, place not meant for human habitation, emergency shelter, safe haven, or fleeing domestic violence? (4 points)\***

Action	Client Entry	Shelter	Rapid Rehousing	Homelessness Prevention	Street Outreach
	Number of participants that were served in 2016	77	34	25	7
	Number of adult or head-of-household participants served in 2016	55	17	8	7
	Number of adult or head-of-households participants served that entered program from the street, place not meant for human habitation, emergency shelter, safe haven, or fleeing domestic violence	51	17	0	7
	Percentage of adult or head-of-household participants served that entered directly from the street, place not meant for human habitation, emergency shelter, safe haven, or fleeing domestic violence	93	100	0	100

**2. What was your agency's data completeness in ServicePoint in 2016, according to the report uploaded with this application? All applicable data fields are checked for completeness, and all must show missing (null) values within the percentages below for points. (3 points)\***

- Less than 2% missing (null) values in ServicePoint (HMIS or DV Database)
- Between 2% and 5% missing (null) values in ServicePoint (HMIS or DV Database)
- Higher than 5% missing (null) values, or does not use ServicePoint
- Agency did not use ServicePoint in 2016, but is now trained and using the system

**3. What was your agency's data timeliness (average days from program participant start date to data entry) in ServicePoint in 2016, according to the report uploaded with your application? (3 points)\***

- 14 days or shorter
- Between 15 and 21 days
- Longer than 21 days or does not use ServicePoint

- Agency did not use ServicePoint in 2016, but is now trained and using the system

**Answer the following questions, for all types of programs for which funding is sought. (10 points total, based only on the applicable questions)**

**4a. RAPID REHOUSING: What was your program's average length of time from enrollment to permanently housing an applicant in 2016?**

- Less than 30 days
- Between 30 and 45 days
- Between 46 and 60 days
- Longer than 60 days
- No RRH in 2016; this request is for a new program.

**4b. RAPID REHOUSING: Of the program participants that exited your Rapid Rehousing program in 2016, what percentage exited to a permanent destination?**

- Higher than 80%
- Between 71% and 80%
- Between 61% and 70%
- Between 51% and 60%
- 50% or lower
- No RRH in 2016; this request is for a new program.

**5. SHELTER: Identify the following: a) your program's average participant length of stay in 2016; and b) exits to permanent housing.**

Action	Program Name	Average length of stay	Exits to permanent housing
	Example Emergency Shelter Program	Less than 30 days	10% - 20%
	Example Emergency Shelter	30 to 90 days	20% - 40%
	Example Transitional Housing	90 to 180 days	60% - 80%
	Example Transitional Housing	More than 180 days	80% or higher

**6: STREET OUTREACH: What percentage of program participant leavers in 2016 exited to the streets or unknown?**

- Less than 10%
- Between 10% and 20%
- Higher than 20%
- No Street Outreach in 2016; this request is for a new program.

**7: HOMELESSNESS PREVENTION: In 2016, what percentage of program participants that exited your program remained permanently housed?**

- Higher than 90%
- Between 80% and 90%
- 80% or below
- No HP in 2016; this request is for a new program.

**8. OTHER: ONLY for eligible legal services providers (for ESG) or shelter food providers (for SAF). What are the applicable performance results that demonstrate the success of your program?**

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## Budget and Grants Management

### Budget and Grants Management: 15 points

**Instructions:**

There are four eligible categories of assistance: Shelter, Rapid Rehousing, Homelessness Prevention, and Street Outreach. Shelter may be funded by either ESG or SAF; funding in other categories is limited to ESG. In the following tables, first determine your maximum eligible application amount for each category you are applying for. Then enter your actual request. The actual request for each category must not exceed the maximum eligible.

The total request for all categories combined must be between \$20,000 and \$200,000.

**1. OPTIONAL QUESTION. Funding Request:** Agencies are assumed to be applying for EITHER ESG or SAF funding, according to the types of assistance requested. If your agency is interested ONLY in ESG or ONLY in SAF, explain this here. Note that limiting your request in this way may decrease the likelihood of an award through either category.

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#### 2a. Shelter: Maximum eligible request

Action or TH	ES Number of total bed nights available in 2018 (projected)	Number of shelter bed nights provided in 2016	Multiply the lowest bed night calculation by 3 for a TH program = Eligible Amount (at least \$20,000; up to \$50,000).	Multiply the lowest bed night calculation by 6 for an ES program = Eligible Amount (at least \$20,000; up to \$150,000).	Alternate for Shelter food providers for SAF only: \$30,000 Eligible Amount
ES	14,500	14,000		\$84,000	
TH	8,700	8,500	\$25,500		

#### 2b. Rapid Rehousing: Maximum eligible request

Action	Coordinated Services Region or CoC Served	Population served	Eligible Amount = up to \$150,000 if serving General Population; otherwise Eligible Amount = up to \$75,000
	Example Coordinated Services Region	General population--families with children and/or individuals	\$150,000

#### 2c. Homelessness Prevention: Maximum eligible request

Action	Coordinated Services Region or CoC Served	Population served	Eligible Amount = up to \$50,000 if serving General Population; otherwise Eligible Amount = up to \$25,000
	Example Coordinated Services	Fleeing	\$25,000

Region	domestic violence
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## 2d. Street Outreach: Maximum eligible request

Action	Coordinated Services Region or CoC Served	Population served	Eligible Amount = up to \$50,000 if serving General Population; otherwise Eligible Amount = up to \$25,000
	Example Coordinated Services Region	Youth	\$25,000

**3. Actual Request.** Enter your budget request in the table below. Ensure that no category subtotal exceeds the eligible amount as calculated above, and that all items follow eligible program rules. The total request must be at least \$20,000 and no more than \$200,000. Provide enough detail in the "Description" boxes to explain each item. (7 points)\*

Action	Activity	Activity Subcategory	Description	Amount of Request
	Shelter	Shelter: Operations	Rent for shelter facility	\$50,000
	Shelter	Shelter: Operations	Utilities for shelter facility	\$6,000
	Rapid Rehousing (ESG only)	Rapid Rehousing: Rental Assistance	Rental assistance for XX households	\$60,500
	Rapid Rehousing (ESG only)	Rapid Rehousing: Other Financial Assistance	Utility and security deposits for XX households	\$12,000
	Rapid Rehousing (ESG only)	Rapid Rehousing: Housing Relocation & Stabilization	Case management, landlord engagement, and housing search for XX households	\$20,000
	Homelessness Prevention (ESG only)	Homelessness Prevention: Rental Assistance	Assistance for XX households	\$17,000
	Homelessness Prevention (ESG only)	Homelessness Prevention: Housing Relocation & Stabilization	Legal assistance, credit repair, case management for XX households	\$8,000
	Street Outreach (ESG only)	Street Outreach	Youth outreach program to reach XX individuals	\$15,000
	Data Collection/Reporting (limit 5%)	Data Collection/Reporting (limit 5%)	HMIS data entry and reporting	\$8,000
	Administration (limit 2%; ESG only)	Administration (limit 2%)	Administration and oversight of grant	\$3,500
				<b>\$200,000</b>

**4. Recipients awarded ESG funds will be required to provide 75% matching contributions through either cash or non-cash sources. Matching contributions must meet all requirements at CFR 576.201. Enter the information below as applicable. If applying ONLY for SAF, may leave this question blank. (2 points)**

Action	Source of Contribution	Description	Use of Contribution	Status	Amount
	Private Funds	Example Foundation Grant	Rapid Rehousing Deposits	Committed	\$150,000.00
					<b>\$150,000.00</b>

**5. Did your agency receive any of the grants listed below during the previous three program years? To receive points, IFA records must also confirm spending of at least 80% of the grant total each year. (2 points; agencies that have not received any of these grants will receive an automatic 1 point)\***

Action	Type of Grant	Amount Awarded	Amount Spent
	2016 Iowa Statewide ESG	\$50,000	\$50,000

**6. Grant Management History: Check all of the following that apply. (4 points)\***

- The agency participated in at least two of the following ESG conference calls in 2016, or did not have an ESG grant in 2016: 12/20/16, 9/20/16, 6/21/16.
- The agency submitted all ESG or SAF draws by their quarterly deadlines in 2016, or did not have an ESG or SAF grant in 2016.
- All draws submitted for ESG or SAF in 2016 were submitted with the required Data Quality Report, or the agency did not have an ESG or SAF grant in 2016.
- The agency had no more than one draw request in 2016 that was found to contain an ineligible expense, or the agency did not have an ESG or SAF grant in 2016.

**Exhibits**

**Exhibits may be uploaded using the function at the bottom of this page. See the list below for documents to include.**

**1. Threshold Assurances (Required)**

Download the Application Threshold Assurances at the link below, in the section for the 2018 Program. Print, read, and have signed by an authorized agency representative. Then upload a signed copy into this section.

[Link to locate the Threshold Assurances](#)

**2. Performance Outcome Reports (Required)**

Follow the instructions in the Performance section of this application, and upload the required report(s) in the Exhibits section here.

**3. AUDIT or Certified REVIEW of Financial Statements (Required)**

Your organization's most recent Independent AUDIT Report, including the management letter, or Certified REVIEW of Financial Statements, completed by an independent Certified Public Accountant. Audits or Certified Reviews of Financial Statements must be submitted in their entirety, and should reflect all financial activity at least through 7/31/2015 to be considered current. This allows more than ten months after the end of an agency's fiscal year to complete and submit these financial statements. As an example, for agencies with a July 1 - June 30 fiscal year, the required audit or review must be from the period ended 6/30/2016. NOTE: Compiled statements or compilation reports are NOT sufficient.

**4. Most recently filed IRS Form 990 (Required for Nonprofit Agencies)**

Your organization's most recently filed IRS Form 990. Form 990s must be filed no later than 10.5 months past the end of an organization's fiscal year. (If your agency is a unit of general purpose local government, Form 990s do not apply).

## **5. Certificate of Standing (Required for Nonprofit Agencies)**

A valid and active Certificate of Standing/Existence for your organization, which can be obtained online for a fee of \$5.00 from the office of the Iowa Secretary of State. A Certificate of Standing/Existence for the State of Iowa will be considered current if it was printed or obtained sometime in the past 12 months. Note that only one application is accepted per agency; each agency applying should generally have its own unique business number from the Secretary of State.

[Click here to obtain Certificate of Standing](#)

## **6. Shelter Certification of Local Government Approval (Required for Nonprofit Agencies applying for ESG Shelter funds)**

This is required for Shelter projects from private, nonprofit agencies, with the exception of agencies ONLY applying for SAF. This certification is required at the earlier of: 1) at least once every two years; or 2) when a new contract is received, and the administration has changed for the applicable unit of general purpose local government. Locate the certification template at the link below, in the section for the 2018 Program. Print and have signed by your local government official, then upload a signed copy into this section.

[Link to locate the ESG Shelter Certification of Local Government Approval](#)

## **7. Written Standards for Providing Assistance (Required)**

Written standards are required for all agencies. Areas of written standards depend on what types of assistance are provided. View the document at the link below in the section for the 2018 Program to identify which standards apply to your program. Upload your agency's written standards. They may be in any format, but they must clearly cover the items listed.

[Link to locate required Standards for Providing Assistance](#)

## **8. Termination of Assistance Policy**

All agencies must follow a formal process for Termination of Assistance if a program participant violates program requirements. The process must recognize the rights of individuals affected, so that assistance is terminated only in the most severe cases. Agencies applying for Rapid Rehousing or Homelessness Prevention must follow a more extensive formal process, including providing written notice with the reasons for termination, the opportunity for the participant to appeal the decision, and prompt written notice of the final decision. Full information is at CFR Part 576.402. Upload a copy of your agency's policy.

## **9. Other Items (Optional)**

If boxes are checked in any section that also asks for documented evidence to be uploaded with the application, upload these documents here.

**Upload All Items Here****Upload exhibits here\***

No Documents Found

Use the fields below to upload an exhibit.

Document Type:

Select a Document Type ▾

Title:

Document to Upload:

Select

Upload Document

**Optional Explanation for Discrepancies**

Optional: Please explain any discrepancies in the documents uploaded above.

**Optional Application Feedback**

We appreciate hearing from our applicants on how we can improve the application experience. We welcome any feedback here.

**Remember to hit the Submit button when finished. Thank you for your application!****Error Log**

The following errors occurred in the [Applicant Profile](#) section:

1. Organization Name:

Organization Name is Required

2. Project Name(s) (Enter more than one if for multiple projects):

Project Name is Required

3. Recipient Type (check one)

Identification of agency type is required.

4. Organization Address

Project Address is Required

Street Address: - Address is a required Field

City - City is a required field

State: - State is a required Field

Zip Code: - Zip Code is a required field.

County: - Count is required.

6. Registration Numbers

DUNS #: - DUNS is required.

Tax/Employer Identification Number (EIN/TIN): - EIN/TIN is required.

Registration numbers are required.

7. Transitional Housing: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following.

TH question is required.

8. Audit: Check ONE of the following. To be eligible to apply, every agency MUST verify one of the following. Note that Compilation Reports, or Compiled Financial Statements, are NOT sufficient.

Audit question is required.

9. Who is eligible to receive assistance through your program?

Must indicate who is eligible to receive services.

10. Is assistance through your program limited to persons with the following conditions or characteristics?

Eligibility restrictions question is required.

11. Funded agencies must commit to using one of the following two systems in 2018 to collect and report client data. Select the system your agency will use.

Data system is required.

12. Enter the name(s) of your project(s) as they are (or will be) listed in ServicePoint.

SP name is required.

13. Provide a two- or three-sentence summary of the project.

Project description is required.

The following errors occurred in the [Program Design](#) section:

1. Describe your program. Use no more than 2 - 3 paragraphs.

Program description is required.

2. How does your agency prioritize which families or individuals receive assistance through your Continuum of Care's (CoC's) approved Coordinated Entry system? (4 points; select only ONE)  
Prioritization question is required.

3. Housing First: Indicate which of the following applies to your program's eligibility policies and practices. (4 points; check all that apply)  
Housing first question is required.

4. How is your program following HUD's Equal Access rules? (2 points; check all that apply)  
Equal Access rules question is required.

5. Termination of Assistance and Grievance Policies: Answer the following as they apply to your program. (3 points; check all that apply)  
Termination of Assistance and Grievance Policies question is required.

The following errors occurred in the [Experience and Capacity](#) section:

1. Briefly describe the mission and history of your agency.  
Agency history is required.

5. Operations: Check the boxes to describe the agency's policies and procedures related to operations. (4 points)  
Quality standards question is required.

6. Governance: Check the boxes to describe the agency's board of directors. (4 points)  
Board of directors information is required.

7a. Audit or Review: What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application? (3 points; select only ONE response)  
Audit results question is required.

7b. In the Audit or Review of Financial Statements that is uploaded with your application, list the page number(s) that indicate any findings or lack of findings, and any management response to the findings.  
Audit page number question is required.

The following errors occurred in the [Community Coordination](#) section:

1. Select the Coordinated Services Region (or HUD-designated Continuum of Care) for your geographic area. If your agency provides services in more than region, select all that apply.  
Coordinated Services Region question is required.

2. Regional Coordination: Identify all of the following that apply. If your agency is part of more than one region, answer the questions considering all applicable regions. (3 points)  
Regional coordination question is required.

The following errors occurred in the [Performance](#) section:

2. What was your agency's data completeness in ServicePoint in 2016, according to the report uploaded with this application? All applicable data fields are checked for completeness, and all must show missing (null) values within the percentages below for points. (3 points)

Data completeness/quality question is required.

3. What was your agency's data timeliness (average days from program participant start date to data entry) in ServicePoint in 2016, according to the report uploaded with your application? (3 points)

Data timeliness question is required.

The following errors occurred in the [Budget and Grants Management](#) section:

6. Grant Management History: Check all of the following that apply. (4 points)

Grant Mgmt History is required.

The following errors occurred in the [Exhibits](#) section:

Upload exhibits here

Exhibits are required.

Threshold Assurances - Signed Threshold Assurances are required.

Performance Outcome Reports - Performance Outcome Reports is required.

Audit or Certified Financial Statement - Audit or Certified Financial Statement is required.

Written Standards for Providing Assistance - Written standards are required.

Termination of Assistance - Termination of Assistance policy is required.

You must resolve the errors listed above before you can submit this application.